

U.S. DEPARTMENT OF LABOR

TRAVEL MANAGER

TRAINING EXERCISES GUIDE

***U.S. DEPARTMENT OF LABOR
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Travel Manager Training Exercises

This training guide includes exercises for using Travel Manager to prepare various types of authorizations and vouchers.

Travel Authorization Training Exercises

Note: *The Department of Labor adheres to the 12/27/96 changes in the FTR that affect Civilian travel. While arrival or departure times are no longer required on authorizations or vouchers they are included in the exercise simply to give a better understanding to the context of the travel. **In that light, clock times are included in the following exercises only to provide a context to the travel events.***

Multiple Day Trip, Two TDY Locations - Exercise 1

Create a travel authorization for yourself to attend training in New York City and Los Angeles. Use the following itinerary, expenses, and ticket information.

Itinerary

On **July 26th** you plan to leave your residence at 6:00 AM to fly to New York City (Manhattan). You expect to arrive in New York City (Manhattan) at 8:00 AM.

On **July 27th** you plan to leave New York at 5:00 PM and fly to Los Angeles and arrive around 8:00 PM.

On **July 30** you plan to leave Los Angeles at 2:00 PM and arrive back at your Washington/ Permanent duty Station location around 8:00 PM.

Planned Daily Expenses

On **July 26th** you plan to drive to the airport, a distance of 20 miles. You plan to take a limousine from the New York airport to your training/hotel location and expect the a cost to be \$10. A phone call home that evening will not exceed a cost of \$5.

On **July 27th** expect to take a taxi to the airport at an expected cost of \$10. In Los Angeles you will be transported to your hotel location by courtesy transportation provided by the hotel. You expect to incur lodging taxes of \$12.00.

On **July 28th** you plan to use public transportation at a cost of \$20. You expect to incur laundry and dry cleaning expenses of \$10.00

On **July 29th** you plan to use a taxi to go and return from training at an expected cost of \$22. Phone call home that evening will not exceed a cost of \$5.

On **July 30th** as you check out of the hotel, you expect to incur lodging taxes of \$50.00. You plan to take a taxi to the airport at an expected cost of \$15. You will return home for the airport via a POV, a distance of 20 miles. Parking is \$7 a day.

Ticketed Transportation

Airfare on American Airlines will be \$350, that is, \$100 for the leg to New York and \$250 for the leg from New York to Los Angeles and return to Washington.

Assume you have a Government sponsored credit card.

1. Start Travel Manager from the Doc Prep icon.

2. From the **File** menu, select **New**.

*Shortcut - Select the **blank page** button on the toolbar (far left button).*

3. From the submenu, select **Authorization**.

4. In the **SSN** field, if your Social Security Number does not appear enter ***your own*** Social Security Number (9 digits without dashes) and press [**Tab**] to advance.

Shortcut - If you are preparing an Authorization for another person, double-click on the right mouse button in the SSN # box to obtain a list of users to which you have access. To select, double-click on the user.

5. In the **Authorization Number** window, see note below.

Note: *At the time you are creating a “real” authorization enter the number given to you or leave the **Authorization Number** field blank. Travel Manager has an **Auto Document Numbering** feature which will assign a number to your document later in the process.*

6. Select the **Itinerary** button and enter the basic itinerary information.

- A. If you added your own number in the **Authorization Number** field it is now displayed and today's date is displayed in the **Date** field. Otherwise the **Authorization Number** field is currently blank. (If you leave the **Authorization Number** blank the system will assign a number when you electronically sign and save the authorization.)
- B. Select **TRAINING ATTENDANCE** from the drop-down list in the **Purpose** field.
- C. In the **Description** field, enter the brief description, *To attend annual training meetings in New York City and Los Angeles, CA.*
- D. In the **Type** field, select **SINGLE TRIP** (sometimes referred to as "specific trip") from the drop-down list.
- E. In the **Begin Travel Date** field, enter *July 26* and press [Tab]. Note that the current year is provided for you.

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. Double-click on the date desired.

- F. In the **Depart Location** field, select **RES: your location**.
- G. In the **End Travel Date** field, enter *July 30* and press [Tab].
- H. Note that **RES: your location** is displayed in the **Return Location** field.
- I. In **Trip Duration** box, note that **Multiple Days** is selected by the system.

7. Enter the following temporary duty locations:

- A. To enter a **Per Diem Location** (same as temporary duty location), select **Add**.
- B. Note that date for the first day of your trip is displayed in the **Arrival Date** field.
- C. [Tab] to the **Duty Location** field. To select a TDY location, double-click in the **Duty Location** field.
- D. In the **State/Country** field, select **NEW YORK** from the drop-down list.
- E. Scroll and highlight **MANHATTAN** and click on **Select**.

Shortcut - Instead of looking up the TDY location, type the name of the Duty Location and press [Tab]. If more than one location with the same name exists, select the down arrow. Choose the correct location from the drop down list.

- F. Select **OK**.
- G. To add the next **Temporary Duty Location**, select **Add**.
- H. Change the date in the **Departure Date** field to **July 27** .
- I. Note that the correct date is displayed in the **Arrival Date** field.
- J. In the **Duty Location** field, enter **LOS ANGELES** and press [Tab].
- K. To close the **Add per Diem Location To Trip** window, select **OK**.
- L. To accept the itinerary, select **OK**.

8. Select the **Ticketed Transportation** button to enter the transportation ticket information.

- A. To add the ticket information, select **Add**. Note that the **Type** field defaults to **AIR**.

Note: *AIR means that you will use your Government sponsored credit card to pay for your airline ticket. If you are an infrequent traveler or do not have a Government sponsored credit card, from the drop down menu select AIRG. This means that the Travel Management Center (TMC) will charge the cost of your air fare directly to the Government. DOL travelers are required to use their Government sponsored credit card to pay for airline tickets when ever possible.*

- B. [Tab] to the **Cost** field, enter **100**. Note that the **Description** displays Air Fare and the date in **Dep Date** field is correct.
- C. For the **Issue Date**, enter **July 24** .
- D. To select an airport, select the lookup button “+”, or double-click in the **From** box.
- E. Select **Find**.

Shortcut - Instead of typing the full airport name, enter only enough letters to uniquely identify the airport name.

- F. In the **Airport Name** field, enter **Washington** or your **Permanent Duty Station city** (entering part of the word, “**wash**” will do).
- G. Select **OK**. Note that three regional airports are displayed. Highlight Washington National.
- H. Press **Select**.

I. In the **To** field, enter *New York* and press [Tab]. Select **LGA-New York - LaGuardia**.

J. In the **Carrier** field, enter *AA*. (*AA* means American Airlines)

K. In the **Class** field, enter *YCA*. (*YCA* means coach)

L. Select **OK**.

(Repeat the above process to select a air flight from New York to Los Angeles and return to Washington or your Permanent Duty Station \$250 round trip cost.)

M. To close the **Ticket Information** window, select **Close**.

9. Enter expense information by selecting the **Expenses** button.

A. Select **Add**. Note that *July 26* is displayed in the **Date** field.

B. In the **Expenses** field, using the drop down menu (down arrow to the right of the Expense box) select **POV Advan to Gov (\$325)**.

C. In the **Miles** field, enter *40*. (The round-trip POV miles is 40. Alternatively enter 20 miles for July 26 and another 20 miles for July 30.)

D. Select **Save**.

E. Note that the Date Field is now highlighted.

F. In the **Expenses** field, using the drop down menu select **Limousine**.

G. In the **Cost** field, enter *10.00*.

H. Select **Save**.

I. Note that the Date Field is now highlighted.

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

J. Follow the above procedure and enter remaining entries for Taxi, Public Transportation, Authorized Calls Home, Laundry and Dry Cleaning, Lodging Taxes, POV, and Parking. Adjust the date to reflect the date on which each expense will be incurred. But first read the following *Shortcut*.

Shortcut - In this exercise the amounts for the above expenses are precise and specified by day. In the real world such precision may not be reasonable. If amounts are not available, it is permissible to summarize and enter totals all on

one date.

K. Select **Done**.

L. To exit the **Expense** window, select **Close**.

10. Select the **Other Authorizations** button.

A. Highlight **POV Advantageous to the Government**. Enter **Select**.

B. Enter, accept, or modify **Remarks** and select **OK**.

C. Review and select other entries relevant to this trip.

D. Select **Close**.

11. Select the **Accounting** button.

Note: *When a new user is entered into the system, the administrator links the new traveler to an organization and to the organization's accounting code. In most cases step 11 is not needed. However, if an accounting code title does not display or you wish to select an alternative accounting code(s) or allocate expenses among more than one accounting code, follow step 11.*

A. Note that the **Account Code** previously entered as the **Default Account Code** for your organization or program is displayed in the **Accounting Codes for Current Document** window.

B. If an alternative **Account Code** you wish to use is displayed, highlight it and choose **Select**. If you wish to use an alternative **Account Code that is not displayed**, select **new** and enter a **Label** and **Account Code** elements. Select **OK** to exit.

C. You may also wish to allocate expenses for your trip between two or more account codes. Select two or more **Account Codes** and select **Allocate**. Select **Percent** or **Amount** and proceed to allocate between the codes. Select **Close**.

D. To exit the **Accounting Codes** window, select **Close**.

12. Select the **Comments** button to enter remarks/comments (optional).

A. In the **Comments** field, enter ***Prepared By: your name and phone number***.

Note: *You may wish to add text to explain an entry. For example, a reviewer would better understand why you plan to take taxi to the hotel upon arriving in Los Angeles and Public Transportation upon leaving to return to the airport if you noted the late arrival time in Los Angeles.*

B. To exit the **Comments** window, select **OK**.

13. Select the **Totals** button to review cost estimates and request a cash advance.

A. Select **Details** to note how Travel Manager has been set to calculate the maximum advance you may request. Select **Close**.

B. To request an advance, select **Advance** and then select **Add**.

C. Notice the **SSN** field defaults to your SSN.

D. In the **Date** field, accept **today's date** or enter *a new date* and press **[Tab]**.

E. In the **Type** field, click on the box and select **EFT**.

F. In the **Amount** field, accept the amount calculated by the system.

G. In the **Account** field, accept the **Account Code** as displayed or select the drop down button “+” and select an alternative **Account Code**.

H. In the **Remarks** field, enter *descriptive comments* if you wish.

I. Select **OK**.

J. To exit the **Cash Advances for Authorization** window, select **Close**.

K To exit the **Totals for Authorization**, select **Close**.

Note: *Since there were no adjustments required to the Lodging and M&IE you were not required to select the **Lodging and & M&IE** button. However, if you wish to see how Travel Manager calculated you entitlement, select the **Lodging and M&IE** button. Select, **Close**.*

14. Save the authorization.

A. Access the **File** menu.

*Shortcut - Select the **Save** button on the toolbar.*

B. Select **Save**.

C. In the **Save As** dialog box, a file name will display similar to **TA-**

T9600025. Select OK.

15. Define your form.

Note: *Your authorization will be printed on a government form unless your printer does not have enough memory to print a graphics based form. In which case you will need to select a non-government form called DEFAULT. Most users will not need to execute step 15.*

- A. To select a DEFAULT form, access the **File** menu.
- B. Select **Form Setup**. Select the **DEFAULT** forms for Vouchers, Local Vouchers, and Authorizations. In most case this step will not be required.
- C. To exit the **Form Setup** window, select **OK**.

16. Preview your document.

- A. Select **File, Print Preview**.

*Shortcut - Select the **Print Preview** button (page with a magnifying glass) from the toolbar to view and print your document.*

- B. View the first page of the document. To see each subsequent page of the document, select the **Next Page** button.
- C. To print your document:
 - 1) Select **Print**.
 - 2) In the **Print** window, select **OK** to print the document or select **Setup** to change the printer settings.

17. To electronically sign your authorization, select the **Document Status** button.

Note: *Whether you are a “preparer” of travel documents for travelers or a traveler preparing his/her own documents it is necessary for you to sign and submit the authorization to initiate electronic processing.*

- A. In the **Status** box, SUBMITTED should display. If not, select **SUBMITTED** from the pull down menu.
- B. In the **Signature** box enter **your signature password**.

- C. In the **Remarks** box enter comments, if needed.
- D. Select **OK**.
- E. To the question “Save and route current authorization?”, answer **Yes**.

18. Exit Travel Manager.

- a. Access the **File** menu.
- B. Select **Exit**.
- C. At the prompt, “Save current voucher?” (Y/N), select **No** (because you have already saved your document).

Selecting a Duty Location Not in Per Diem Table - Exercise 2

The only difference between this exercise and **Exercise 1** is the method for selecting the per diem location in step 7. When travel is to a TDY or stopover location within the 48 States where no per diem rate exists, determine the county for the location. If the county has no per diem rate, then you must use the standard CONUS rate. For OCONUS travel, each location -- including Alaska and Hawaii -- has its own 'other' rate which is selected in the same way as the standard CONUS rate.

Create an authorization for yourself for a site visit to Buckhannon, WV (Upshur County).

On **July 20th** you plan to leave your residence at 8:00 AM and arrive in Buckhannon at 11:30 AM.

On **July 22th** you plan to leave Buckhannon, WV at 1:00 PM and arrived back at your residence at 4:30 PM. You are authorized to use your POV for transportation, a distance of 280 round-trip miles .

1. Create a new authorization.
2. From the **File** menu, select **New**.

*Shortcut - Select the **New** button on the toolbar.*

3. From the submenu, select **Authorization**.
4. In the **SSN** field, If ***your own*** Social Security Number does not display, enter it (9 digits without dashes) and press [**Tab**] to advance.

Shortcut - If you are preparing an Authorization for another person, double-click on the right mouse button in the SSN # box to obtain a list of users to which you have access. To select, double-click on the user.

5. In the **Authorization Number** window, see note below.

Note: *At the time you are creating a "real" authorization enter the number given to you or leave the number in the **Authorization Number** field blank.*

*Travel Manager has an **Auto Document Numbering** feature which will assign a number the time you electronically sign and save you document.*

6. Build the basic itinerary using the information in the problem description to fill in the data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.

A. To enter the duty location, select **Add**.

1) At the **Duty Location** field, double click.

2) Select **Unlisted**.

3) In the **Unlisted Per Diem Location** window, enter **WV** for the **State/Country** and **Buckhannon** for the **City/County** field.

4) Select **OK**.

5) To close the **Add per Diem Location To Trip** window, select **OK**.

6) To close the **Itinerary** window, select **OK**.

7 Save the authorization.

A. Access the **File** menu.

*Shortcut - Select the **Save** button on the toolbar.*

B. Select **Save**.

C. In the **Save As** dialog box, a file name similar to **TA-T9600026** will display. Select **OK**.

8. To electronically sign your authorization, select the **Document Status** button.

A. In the **Status** box, SUBMITTED should display. If not from the pull down menu select **SUBMITTED**.

B. In the **Signature** box enter **your signature password**.

C. In the **Remarks** box enter comments, if needed.

D. Select **OK**.

E. To the question "Save and route current authorization?", answer **Yes**.

Using a Special Agency (“Flat”) Rate - Exercise 3

For TDY assignments in which all expenses are prepaid or the expenses that will be incurred are known to be less than the locality per diem rate, agencies establish special rates (also known as flat rates or reduced rates). The type of assignment is usually training, extended travel, or use of a camping vehicle. For flat rates, the entire amount is considered to be M&IE and no receipts are required.

This exercise provides the steps to create an authorization using a flat rate. You must first add the rate to the per diem table. In Travel Manager terminology, this is a ‘Custom Rate’.

Note: If you are using the production data base for today’s training...the instructor will demonstrate this exercise...and the instructor will remove the ‘Custom Rate’ from the per diem table at the end of the exercise.

***Note:** Depending on your Travel Manager setup, you may not have the permission level necessary to enter a custom rate.*

Create an authorization for yourself to attend a two week training session at the MSHA Training Academy in Beckley, WV. While in training, you are entitled to a \$6.50 daily flat rate.

On **July 14th** you plan to leave your residence at 9:00 AM, travel by air to Beckley, WV, and arrive at 2:00 PM.

On **July 15th** you will begin your training.

On **July 29** you will complete your training and return home at 10:00 PM. Round-trip contract air fare is \$390.

1. From the **Modules** menu, select **Doc Prep Admin**.
2. Select **Rates, Per Diem Locations**.
3. In the **State/Country** field, select West Virginia from the drop-down list.
 - A. Select **Add**.
 - B. In the **Location** field, enter **Beckley**.
 - C. Select **Custom**.

D. In the **Effective** Date fields accept the dates displayed or field, enter (mo/day/year) *the dates for which the rate will be effective.*

E. Select **Rates**.

1) In the Rates for BECKLEY, WV, select **Add**.

2) In the **M&IE** field, enter **6.50**.

3) Select **OK**.

Note: Ignore the Warning message “Unable to find distribution for this M&IE rate.” by selecting **OK**.

F. To exit the **Rates for Beckley, WV** window, select **Close**.

G. To exit the **Add Location** window, select **OK**.

H. Note that *BECKLEY, WV is displayed in the **Location** window. To exit the **Locations** window, select **Close**.

4. To close the Doc Prep Admin module and return to the Doc Prep module, select **File, Exit**.

5. Create a new authorization.

6. From the **File** menu, select **New**.

*Shortcut - Select the **New** button on the toolbar.*

7. From the submenu, select **Authorization**.

8. In the **SSN** field, your Social Security Number will be displayed, press [**Tab**] to advance.

9. In the **Authorization Number** window, see note below.

Note: At the time you are creating a “real” authorization enter the number given to you or leave the **Authorization Number** field blank. Travel Manager has an **Auto Document Numbering** feature which will assign a number when you electronically sign and save your document.

10 Build the basic itinerary using the information in the problem description to fill in the data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** dates fields.

11.To add the TDY location information, select **Add**.

12.In the **Duty Location** window, select **Beckley, WV**, as the TDY location.

13.Select **OK**.

14. To exit the **Itinerary** window, select **OK**.

15. To complete the **Ticketed Transportation** window, use the information in the problem description.

16. Save the document. See instructions from exercise above.

17. Electronically sign and submit your authorization. See instructions from exercise above.

Requesting Actual Lodging Expense - Exercise 4

When a traveler is authorized to exceed the standard lodging allowance, the lodging estimate on the authorization should be increased and a justification statement should be provided.

This exercise shows how to indicate in an authorization that actual lodging expenses have been authorized. This example uses the standard 150% calculation of the standard lodging allowance. If there is a need to authorize travel with 150% to 300% actual subsistence, the authorization cannot be prepared in Travel Manager.

Modify an existing authorization (trip to New York) created in **Exercise 1** or create a new one. (Instructions below assume you are modifying an existing authorization.) For one day of the trip your lodging expense will be \$210 which exceeds the GSA set lodging allowance for New York City (Manhattan).

1. Select **Open** from the **File** menu.

A. In the **Traveler's** list, to retrieve (or "open") the authorization, highlight your name.

B. In the **Document Name** list, highlight the document to be retrieved (e.g., **TA-xxxxxx**) and select **OK**.

2. To indicate actual lodging expense days, select the **Lodging/M&IE** button.

A. Highlight **July 26**, the date on which your lodging will be \$210 and select **Update**.

B. In the **Actuals** area, select **Lodging**.

Note: *In the **Actuals** box, once a check is placed before **Lodging**, the **Limit** field displays the maximum actual lodging amount (150% of the amount set by GSA for lodging and M&IE combined less the amount set for M&IE). You may enter a dollar amount in the **Lodging** field (including \$0.00) if the expected lodging cost for the day is known. Travel Manager is set to limit a calculation of Actual expenses to 150 %.*

C. In the **Lodging** field (left side of the window), enter **210**.

- D. To exit the **Update Lodging and M&IE Expense** window, select **OK**.
 - E. To exit the **Lodging and Meals** window, select **Close**.
3. When **Actual Lodging** is triggered via the Lodging and Meals function, Travel Manager records within **Other Authorization** that a request for actual expenses is requested.
- A. To indicate the reason for the request, select the **Other Authorization** button and highlight Actual Expenses in the lower box and select **Remarks**.
 - B. Complete the (justification) prerecorded **Remarks** sentence and select **OK**.
 - C. If there are no additional **Other Authorizations** to include, select **Close**.
4. To save the document select **File**.
- A. Select **Save As**.
 - B. Accept or enter the *original name* and select **OK**.
5. Electronically sign and submit your authorization. Travel Manager will ask you if you modified the Authorization. Follow the instructions and complete the requested tasks.

Creating a Limited Open Authorization - Exercise 5

With a Limited Open Authorization (LOA), per diem is calculated based on fixed dollar amounts for lodging and M&IE. A LOA in DOL is usually called a “Blanket Travel Authorization.” The itinerary on an open authorization starts with the first day of the period covered by the authorization and ends with the last day of the period.

This exercise provides step-by-step instructions for creating LOA for one year.

Create a Limited Open Authorization for the Fiscal Year for yourself to travel throughout your home Region or the State in which you reside. Estimate M&IE at \$1000 for the entire travel period. Estimate lodging at \$2000. A POV will be used for transportation.

1. Create a new authorization.
2. Select the **Itinerary** button and enter the following information:
 - A. In the **Purpose** field, select **Site Visit**.
 - B. In the **Description** field, enter *LOA for Fiscal Year ‘00’ for travel throughout Region “x” or the State of “x”*.
 - C. In the **Type** field, select **BLANKET(COST)**.
 - D. In the **Begin Travel** field, enter (mo/day/year) *1001YY*.
 - E. In the **Depart Location** field, select *your residence*.
 - F. In the **End Travel** field, enter (mo/day/year) *0930YY*.
 - G. Select **Add**.
 - H. At the **Duty Location**, double click.
 - I. Select **Unlisted**.
 - J. In the **Unlisted Per Diem Location** window, enter the abbreviation for your *State* for the **State/Country** and *Various Locations* for the **City/County** fields.
 - K. Select **OK**.
 - L. To exit the **Add Per Diem Location** window, select **OK**.
 - M. Select **Override** on the **Itinerary** window.
 - N. Select **Cost**
 - N. In the **Cost** block, enter *2000* for **Lodging plus 1000** for **M&IE**.

- O. To exit the **Override** window, select **OK**.
 - P. To exit the **Itinerary** window, select **OK**.
3. Enter expense information by selecting the **Expenses** button.
- A. Select **Add**.
 - B. In the **Expenses** field, using the drop down menu (down arrow to the right of the Expense box) select **POV Advan to Gov (\$.325)**.
 - C. In the **Miles** field, enter **3000**.
 - D. Select **Done**.
4. Save the document.
5. Electronically sign and submit your authorization.

Travel Voucher Training Exercises

The following exercises provides examples of various types of vouchers covering specific travel scenarios. **Exercise 6** uses the same scenario as **Exercise 1** and explains how to create a Voucher from an Authorization. **Exercise 7** explains how to create a voucher from scratch, that is, create a voucher when a related Travel Authorization for the trip was either not created using Travel Manager or the related Travel Authorization was a Blanket Authorization. Each example contains a problem statement and description of the steps needed to produce the desired results.

Note: *The Department of Labor adheres to the 12/27/96 changes in the FTR that affect Civilian travel. No arrival or departure times are required on authorizations or vouchers. However, occasionally it is useful to include the time when an event occurred under “Comments” if it would be useful to the reviewer to judge the necessity of an expense. For example, use of a taxi vis-a-vis public transportation would be understandable if the reviewer knew that the event occurred at 11:00 pm. In that light, clock times are included in the following exercises only to provide a context to the travel events..*

Creating a Voucher from an Existing Authorization- Exercise 6

Travel Manager allows you to create a travel voucher using trip and expense information from an existing specific authorization. When you create a voucher from a specific authorization, Travel Manager automatically fills in as much voucher information as possible from the authorization. To complete the voucher, fill in any trip details that were unavailable in the authorization, such as amounts and dates, lodging costs, miscellaneous expenses, and ticket information.

Notes:

- 1. When a traveler is authorized to travel under a “blanket authorization” the voucher must be prepared from scratch...in other words you cannot create a voucher from a “blanket” authorization.*
- 2. If the dates of the trip have changed from those included in the specific authorization, generally it is best to create a voucher from scratch. You may need to amend the authorization.*

3. When creating a voucher from a group authorization, Travel Manager will automatically calculate M&IE and lodging based on the authorization. Ticketed transportation and expenses should be calculated on a traveler by traveler basis.

The following exercise shows you how to create a voucher from an existing specific authorization that was created in Travel Manager.

Note: *You will not be able to complete this exercise unless you have already completed **Exercises 1** and **4**.*

Create a voucher from the authorization prepared for yourself in **Exercise 1** and modified in **Exercise 4**. Use the following itinerary and ticket information to complete the voucher. Assume that you have received an advance to apply to this voucher.

Itinerary

On **July 26th** you left your residence at 6:00 AM to fly to New York City (Manhattan). You arrived in New York City at 8:00 AM.

On **July 27th** you left New York at 5:00 PM and flew to Los Angeles and arrived at 8:00 PM.

On **July 30th** you left Los Angeles at 2:00 PM and returned to your Washington/Permanent duty Station location at 8:00 PM.

Lodging/M&IE Expenses

Lodging in New York City was \$210 and in Los Angeles it was \$95 per night.

Daily Expenses

On **July 26th** you drove your POV 19 miles to the airport. You took a limousine from the New York airport to your training/hotel location and incurred a cost of \$10. Personal phone call home that evening cost \$4.30. Your training took place in your hotel.

On **July 27th** you took a taxi to the airport and incurred a \$11 cab fare. Your hotel tax was \$12.20. In Los Angeles your transportation to the hotel was provided at no

cost to you.

On **July 28th** you had an unplanned copying expense of \$10. Your local/public transportation cost was \$14.00 to go to and return from training. You had a garment cleaned at a cost of \$12.00.

On **July 29th** you called home at a cost of \$6.00. You incurred a cost of \$16.00 for a taxi.

On **July 30th** your hotel tax was \$42.30. You took a taxi to the airport and incurred a cost of \$15. From the airport to home was by POV...19 miles and parking was \$7 a day.

Ticketed Transportation

On **July 24**, you purchased your United Airlines ticket through your Travel Management Center (TMC) and the ticket number was 888888. Air fare was \$350, that is, \$100 for the leg to New York and \$250 for the leg from New York to Los Angeles and return to Washington. United Airlines was the carrier.

1. Start Travel Manager.
2. From the **File** menu, select **New**.
3. From the submenu, select **Voucher From Authorization**.
4. In the **Travelers** window, highlight your name.
5. In the **Travel Authorization** window, highlight authorization TA-xxxxxxx.
6. Select **OK**.

Note: *At the time you are creating a “real” voucher to record an authorization number:*

- 1) *When you select **Voucher from Authorization** allow the system to assign the number from the parent authorization (in the case of a “Single Trip”).*
- 2) *When creating a voucher and you travel under a “Blanket Authorization”, you cannot create a voucher from an authorization. Create a voucher from scratch and use the Travel Authorization number from your “Blanket*

Authorization”.

7. To review the basic itinerary information, select the **Itinerary** button.

- A. Note that the **Authorization Number**, **Purpose**, **Description**, and **Type** fields display all the information from the authorization. The **Date** field displays today's date.
- B. Note that **Multiple Days** is selected in the **Trip Duration** area.
- C. To accept the itinerary, select **OK**.

8. To enter the transportation information, select the **Ticketed Transportation** button.

- A. Note that most of the ticket information has been copied from the authorization. Select **Update**.
- B. In the **Ticket No.** field, enter **888888**.
- C. Review and/or update ticket **Issue Date**, **Carrier** and **Class** data elements.
- D. To exit the **Update Ticket** window, select **OK**.
- E. To exit the **Ticket Information** window, select **Close**.

9. To enter the basic lodging information, select the **Lodging/M&IE** button.

- A. Note that **July 26th** is highlighted. Select **Update**.
- B. In the **Lodging** field, enter **210**.
- C. Select **OK**.
- D. Highlight **July 27th**. and select **Update**
- E. In the **Values Apply Through** field, enter **0729**.
- F. In the **Lodging** field, enter **95**.
- G. Select **OK**.
- H. To exit the **Lodging & Meals** window, select **Close**.

10. To enter the basic expense information, select the **Expenses** button

- A. Update expenses according to the expenses incurred.

Note: *If you followed the Shortcut suggested in **Exercise 1** to summarize and enter totals all on one date you will need to enter expenses day-by-day, i.e., change dates and add and delete entries by date as needed.*

B. Select **Done**.

C. To exit the **Expense** window, select **Close**.

11. To enter accounting code information (if necessary), select the **Accounting** button.

Shortcut - To select, double-click on the desired accounting code in the Master Accounting Codes list.

A. Note that the accounting code preselected for your organization/project is displayed in the **Accounting Codes for Current Document** window.

B. To exit the **Accounting Codes** window, select **Close**.

12. To add comments, select the **Comments** button.

A. Enter, ***The purpose of this trip was to attend annual training meetings in New York City and Los Angeles, CA.*** If the voucher is prepared by a person other than the traveler, also add, **Prepared by: Your Name.**

Note: *It is now a DOL requirement to enter trip purpose on your voucher when you use Travel Manager.*

B. To exit the **Comments** window, select **OK**.

13. To review calculated expenses and to enter/view travel advance information, select the **Totals** button.

A. Note that the **Gov't Advance Outstanding** field displays "X" amount and same amount is also displayed in the **Gov't Advance Applied** field.

B. To exit the **Totals for Voucher** window, select **OK**.

14. Save the voucher.

*Shortcut - Select the **Save** button on the toolbar.*

A. Access the **File** menu.

B. Select **Save** or **Save As**.

C. In the **Save** dialog box, select **OK**. The document should be saved with the file name displayed by the system , that is, similar to **TV-T9A000001**.

Note: *The above step saves the document for future retrieval by the assigned file name. The document has the same Travel Authorization number as the Travel authorization prepared in **Exercise 1** and as such Travel Manager can audit your voucher to insure that your expenses were authorized.*

16. Preview your document.

17. Electronically sign and submit your voucher.

18. Exit Travel Manager.

Voucher - Multiple Day Trip - Exercise 7

Exercise 6 demonstrated how to create a voucher from an existing authorization. This exercise demonstrates how to prepare a voucher from scratch. A voucher is prepared from scratch when an authorization was prepared outside of Travel Manager; the dates of the trip changed, for example, when a traveler has combined business and personal travel; or the traveler is authorized to travel under a “Blanket” Authorization.

Note: *The Department of Labor adheres to the 12/27/96 changes in the FTR that affect Civilian travel. No arrival or departure times are required on authorizations or vouchers. However, occasionally it is useful to include the time when an event occurred under “Comments” if it would be useful to the reviewer to judge the necessity of an expense. For example, use of a taxi vis-a-vis public transportation would be understandable if the reviewer knew that the event occurred at 11:00 pm. In that light, clock times are included in the following exercises only to provide a context to the travel events..*

Create a travel voucher for yourself to provide Travel Manager training in Pittsburgh PA. Use the following itinerary, expenses, and ticket information. Assume that you have obtained a \$100 advance to apply to this voucher.

Itinerary

On **April 26th** you will left your residence at 7:00 AM to fly to Pittsburgh. You arrive in Pittsburgh at 9:00 AM.

On **April 30** you left Pittsburgh at 2:00 PM and arrived back at your Washington/ Permanent duty Station location at 8:00 PM.

Lodging/M&IE Expenses

Lodging in Pittsburgh was \$90 per night.

Daily Expenses

On **April 26th** you drove your POV 12 miles to the airport. In Pittsburgh, you

took a limousine from the airport to your training/hotel location and incurred a cost of \$15. A personal phone call home that evening cost \$4.50.

On **April 27th** you had a garment dry cleaned and incurred a \$10.

On **April 28th** you used the hotel services to rent a projector at a cost of \$20.

On **April 29th** you made a phone call to your home at a cost of \$5. Laundry expenses were \$8.50.

On **April 30th** you took a taxi to the airport and incurred a \$15.75 fare. From the airport you drove your POV 12 miles to your home. Parking was \$5 a day. Your lodging taxes for the hotel were \$16.50.

Ticketed Transportation

On **April 1st** you purchased your American Airlines ticket through your Travel Management Center (TMC) with a ticket number of 121212. Air fare was \$230 for the round trip to Pittsburgh and return to your duty station location.

1. Start Travel Manager from the Doc Prep icon.

*Shortcut - Select the **New** button on the toolbar.*

2. From the **File** menu, select **New**.

3. From the submenu, select **Voucher**.

4. In the **SSN** field, if your social Security Number is not displayed, enter ***your own*** Social Security number (9 digits without dashes) and press **[Tab]** to advance.

Shortcut - Double-click the left mouse button in the SSN # box to see a list of users to which you have access. To select, double-click on the user.

5. Select the **Itinerary** button and enter the basic itinerary information.

A. Enter the **Authorization Number** field and today's date is displayed in the **Date** field. If you traveled under a "Blanket" authorization, enter the number from your Blanket authorization.

B. Select **SINGLE TRIP** from the drop-down list in the **Purpose** field.

C. In the **Description** field, enter the brief description: ***To provide Travel Manager training in Pittsburgh, PA.***

D. In the **Begin Travel Date** field, enter ***July 26*** and press **[Tab]**. Note

that the current year is provided for you.

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

E. In the **Depart Location** field, select **RES: your location**.

F. In the **End Travel Date** field, enter **April 30** and press [Tab].

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

G. Note that **RES: your location** is displayed in the **Return Location** field.

H. In **Trip Duration** area, note that **Multiple Days** is selected by the system.

6. Enter the following duty location:

A. To enter **Temporary Duty Locations**, select **Add**.

B. Note that date for the first day of your trip is displayed in the **Arrival Date** field.

C. To select a TDY location, double-click in the **Per diem Location** box.

Shortcut - Instead of looking up the TDY location, type the name of the Duty Location and press [Tab]. If more than one location with the same name exists, select the down arrow. Choose the correct location from the drop down list.

D. In the **State/Country** field, find **PENNSYLVANIA** from the drop down list.

E. Scroll and highlight **PITTSBURGH** and click on **Select**.

F. To close the **Add per Diem Location To Trip** window, select **OK**.

G. To accept the itinerary, select **OK**.

7. Select the **Ticketed Transportation** button to enter the transportation ticket information.

A. To add the ticket information, select **Add**. Note that the **Type** field defaults to **AIR**.

Note: ***AIR** means that you will use your Government Contractor-issued charge card to pay for your airline ticket. If you are an infrequent traveler or do not have a Government sponsored charge card, from the drop down menu select **AIRG**. This means that the Travel Management Center (TMC) will charge the cost of your air fare directly to the Government. DOL travelers are required to use their Government sponsored credit card to pay for airline tickets whenever possible.*

B. In the **Cost** field, enter **230**. Note that the **Description** displays Air Fare and the date in **Dep Date** field is correct.

C. In the **Ticket Number** box enter **121212**.

D. For the **Issue Date**, enter ***April 24*** .

E. To select an airport, select the “+” button, or double-click in the **From** field.

F. Select **Find**.

G. In the **Airport Name** field, enter ***Washington*** or your ***Permanent Duty Station city***.

Shortcut - Instead of typing the full airport name, enter only enough letters to uniquely identify the airport name.

H. Select **OK**. Note that three Washington Airports are listed.

I. Highlight Washington National and press **Select**.

J. In the **To** field, enter ***Pittsburgh*** and press [Tab].

K. In the **Carrier** field, enter **UA** (**UA** means United Airlines).

L. In the **Class** field, enter **YCA** (**YCA** means coach).

M. Select **OK**.

N. To close the **Ticket Information** window, select **Close**.

8. To record the following daily lodging expenses, select the **Lodging/M&IE** button:

A. Note that **April 26th** is highlighted. Select **Update**.

B. In the **Lodging** field, enter **90**.

C. Select **OK**.

D. Highlight **April 26th** and select **Replicate** to copy \$90 to the remaining lodging days. Note that no lodging is displayed on **April 30th**, because it is the day you returned to your residence.

E. To close the **Lodging & Meals** window, select **Close**.

9. Enter expense information by selecting the **Expenses** button.

A. Select **Add**. Note that **April 26** is displayed in the **Date** field.

B. In the **Expenses** field, using the drop down menu select **POV Advan to Gov (\$.325)**.

C. In the **Miles** field, enter **12**.

D. Select **Save**.

E. Note that the Date Field is now highlighted.

F. In the **Expenses** field, using the drop down menu select **Limousine**.

G. In the **Cost** field, enter **\$15.00**.

H. Select **Save**.

I. Note that the Date Field is now highlighted.

J. Follow the above procedure and enter remaining entries for Taxi, Lodging Taxes, Laundry and Dry cleaning, Calls Home, POV mileage, and Parking.

There is no expense category for rental of a projector. Type **Equip. Rental** into the expense box and enter amount of the rental into the cost box.

Adjust the date to reflect the date on which each expense was incurred.

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. Double-click on the date desired.

K. Select **Done**.

L. To exit the **Expense** window, select **Close**.

10. Select the **Accounting** button. (See instructions from **Exercise 1** on page 8.)

11. Select the **Comments** button to enter remarks/comments (optional).

A. In the **Comments** field, enter ***The purpose of this trip was to provide Travel Manager training in Pittsburgh, PA.*** If the voucher is prepared

by a person other than the traveler, also add, **Prepared by: *Your Name***.

Note: *It is now a requirement when you use Travel Manager to prepare a voucher to enter trip purposes on a voucher.*

B. To exit the **Comments** window, select **OK**.

12. Select the **Totals** button to review cost estimates and to enter travel advance information.

A. In the **Gov't Advance Outstanding** field, enter **100** and press **[Tab]**.

Note that 100 is entered in the **Gov't Advance Applied** field automatically.

B. To exit the **Totals for Voucher** window, select **OK**.

13. Save the voucher.

*Shortcut - Select the **Save** button on the toolbar.*

14. Define your form. (See instructions from **Exercise 1**)

15. Preview your document. (See instructions from **Exercise 1**)

16. To electronically sign your voucher, select the **Document Status** button.

A. In the **Status** box, SUBMITTED should display. If not from the pull down menu select **SUBMITTED**.

B. In the **Signature** box enter ***your signature password***.

C. In the **Remarks** box enter comments, if needed.

D. Select **OK**.

E. To the question "Save and route current voucher?", answer **Yes**.

F. Travel Manager will return a message "Unable to find Travel Authorization with TA number TVxxx1". Continue signing? Select **yes**.

17. Exit Travel Manager.

A. Access the **File** menu.

B. Select **Exit**.

C. At the prompt, "Save current voucher?" (Y/N), select **No** (because you have already saved your document).

Allocating Expenses to Multiple Accounting Codes - Exercise 8

Travel Manager allows you to allocate costs to multiple accounting codes on one voucher. This exercise provides steps to add an accounting code to the Master Accounting List and explains how to allocate expenses to multiple accounting codes .

Note: *Depending on your security level, you may have permission only to save the accounting code to the document. You may not have permission to save an accounting code to the Master Accounting List, in which case you will receive a warning message indicating this.*

Create a voucher for yourself after attending a seminar in Denver, co. Indicate that the registration fee is allocated to one accounting code, transportation fees, lodging and M&IE are allocated to another code.

Open the Travel Authorization or Voucher you last created.

Note: **If you are using the production data base for today's training ...the instructor will demonstrate how to create an accounting code...and the instructor will remove the accounting code from the Accounting Code table at the end of the exercise.**

Note: *Travel Manager has been loaded with the majority of Accounting Codes used by DOL. Do not add duplicates to change the format of an existing code. Do not add Accounting codes for object classes other than 2110. Travel Manager is set to recognize the object class of expenses and reports them out properly on the last sheet of either an Authorization or Voucher.*

1. Select the **Accounting** button.

A. To add an accounting code to the master list: (Assume your accounting code is 4300-0-\$RWBN-71000-2110-000.)

1) Select **New**.

2) In the **Label** field, enter ***your three initials***. (This is not the normal data for this element but in order to make the accounting code you create unique from those of other trainees, input your three initials).

- 3) In **Org RCC**, enter **4300**.
- 4) In **FY**, enter **0** (or last digit of current year).
- 5) In **\$**, enter **\$**.
- 6) In **Fund RCC**, enter **RWBN**.
- 7) In **Project 1**, enter **71000**.
- 8) In **Object Class**, enter **2110**.
- 9) In **Project 2**, enter **000**
- 10) To close the **Add Accounting Code** window, select **OK**.
- 11) At the prompt “Do you want to save this accounting code to the master list of accounting classifications?” select **Yes**.

B. To select multiple accounting codes:

- 1) From the **Master Accounting Codes** list, highlight the default account and choose **Select**.
- 2) From the **Master Accounting Codes** list, highlight another code and choose **Select**.
- 3) Select **Close**.

C. At the prompt, “You’ve chosen more than 1 account; would you like to allocate costs?”, select **Yes**.

D. To allocate expenses across the selected accounting codes:

- 1) In the **Account Allocation Summary** window, highlight the default account.
- 2) In the **Expense Category Allocation Breakdown** window, highlight **LODGING**.
- 3) Select **Amount**.
- 4) In the **Amount** field, enter **100**.
- 5) Select **OK**. Note in the **Account Allocation Summary** window that one code the **Amount** field is **100.00** and the other is the remainder amount.
- 6) To exit the **Accounting Codes** window, select **Close**.

7. Save the document.
8. Electronically sign and submit your voucher.

Creating Constructed (Cost Comparison) Travel Voucher - Exercise 9

When a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference, reimbursement is limited to the authorized travel costs. If a traveler's personal preference itinerary happens to cost less, then the traveler is reimbursed the lesser of the two costs.

Therefore, when a traveler deviates from the authorized itinerary, you calculate the cost of the travel performed by the traveler and the cost of the authorized travel. In essence, you produce the calculations for both itineraries and compare them to see which is the lesser amount. To determine the traveler's reimbursement, Travel Manager calculates expenses for both itineraries in a constructed voucher and selects the lesser of the two amounts.

This exercise shows you how to compare authorized travel costs and actual travel costs and gives you detailed information on how to copy one trip to a second trip on the same voucher.

Edit the voucher created for yourself in **Exercise 6**. Indicate that you deviated from the original itinerary by taking annual leave on **April 29th** and **30th**.

1. To retrieve the voucher, select **Open** from the **File** menu.
 - A. In the **Travelers** window, highlight your name.
 - B. In the **Document Name** window, highlight the voucher to be retrieved, that is, a file name similar to **TV-T9600001**.
 - C. Select **OK**.
2. From the menu bar, select **Document**.
3. To copy the current trip (1), select **Trip**. Note that Trip 1 is highlighted.
 - A. Select **Copy**.
 - B. In the **Copy Trip** window, select **OK**. Note that **Copy From Trip** is 1 and **Copy To Trip** is 2.
 - C. In the **Trips for Voucher TV-T96000001** window, highlight Trip 2 and choose **Select**. Note that the **Trip No:** field now displays 2.

4. Select the **Itinerary** button. To indicate that Trip 2 should be compared to Trip 1:

- A. Select **Type**.
- B. From the drop-down list, select **CONSTRUCTED**.
- C. To close the **Itinerary** window, select **OK**.

5. Select the **Lodging/M&IE** button. Enter the information to indicate that annual leave was taken.

- A. Highlight **July 29th** and select **Update**.
- B. In the **Leave Data** field, select **Annual**.
- C. Repeat the above two steps for **July 30th**.
- D. Select **OK**.
- E. Select **Close**.

9. Enter expense information by selecting the **Expenses** button.

- A. Sequentially highlight expenses for the days on which leave was taken and select **Delete**.
- B. Select **Close**.

6. Save the document.

- A. Select **File**.
- B. Select **Save As**.
- C. In the **Voucher Name** field, accept the default or enter file name of your choice and select **OK**.

Note: *When you save a constructed voucher, both trips are saved as one document.*

7. Electronically sign and submit your voucher.

Copying a Voucher to Another Traveler - Exercise 10.

When you have multiple travelers who went to the same TDY location, Travel Manager simplifies the process of creating new documents for each traveler. Rather than creating a new document for each traveler, create the voucher for one traveler and save the voucher. Open the voucher, replace the Social Security Number, change the dates in the itinerary (if necessary), assign a new travel authorization number and save the document with a new name. You may use this process to copy similar information from one voucher to another, thereby eliminating repetitive document entry steps. Authorizations and Local Vouchers can be copied using this same method.

This exercise shows you how to copy a voucher created for yourself to a voucher for another traveler.

Note: *If you have not been given access to another travelers travel records you will not be able to complete this exercise. The instructor may need to demonstrate this exercise.*

Copy the voucher created for yourself at the beginning in **Exercise 7**.

1. Open the voucher created for yourself.
2. Double-click on the **SSN** field.
3. In the list of travelers, highlight the name of another traveler and choose **Select**.

Note: *If prompted, "Delete document history?", select **Yes**. This will remove all status stamps and signature information from the document.*

4. In the **Authorization Number** field, enter the number from the Authorization.
5. Save the document.
6. Electronically sign and submit the voucher.

Local Voucher Exercise - Exercise 11

This section gives you an example of a local voucher.

Create a local voucher for yourself using the following information:

On **August 5th** you traveled from your office to an inspection site. Mileage was 35 miles round-trip. Toll fare was \$1.00. Parking was \$2.50.

On **August 7th** you traveled from your office to another inspection site and returned via Metro. Metro fare was \$7.00 round-trip. Parking was \$2.25.

1. Start Travel Manager from the Doc Prep icon.

*Shortcut - Select the **New** button on the toolbar.*

2. From the **File** menu, select **New**.

3. From the submenu, select **Local Voucher**.

Shortcut - To select, double-click on the traveler's name.

4. At the **SSN** field your Social Security should be displayed. If you are a “preparer” of travel documents for other travelers, double-click to display the list of travelers.

5. Highlight *a name* and choose **Select**.

6. Select the **Expenses** button.

A. To enter the mileage to and from the first site visit:

1) Select **Add**.

Shortcut - Click on the right mouse button on any date field to display a calendar.

Use the << and >> buttons to select the desired month. To select, double-click on the date.

- 2) In the **Date** field, enter **0805** and press **Tab**. Note the current year is provided for you.
- 3) In the **Description** field enter **Site Visit (address) - RT** and press **Tab**. Note the **Code** field defaults to **A- Local Travel**.
- 4) In the **Miles** field, enter **35**.
- 5) In the **Mileage Rate** field, select **1POV** from the drop-down list. Note that the **Cost** field automatically determines the cost for mileage.
- 6) Select **Save**.

B. To enter the toll fare expense:

- 1) Note that the **Date** field displays **August 5th**.
- 2) In the **Description** field, enter **Tolls** and press **Tab**. Note the **Code** field defaults to **A- Local Travel**.
- 3) In the **Cost** field, enter **1**.
- 4) Select **Save**.

C. To enter the parking expense at the Pentagon:

- 1) In the **Description** field, enter **Parking**.
- 2) In the **Code** field, choose **C - Expenses**.
- 3) In the **Cost** field, enter **2.50**.
- 4) Select **Save**.

D. In the **Date** field, enter **0807**.

E. To enter the metro fare expense:

- 1) In the **Description** field, enter **Metro Fare - RT**.
- 2) In the **Code** field, choose **C - Expenses**.
- 3) In the **Cost** field, enter **7**.
- 4) Select **Save**.

F. Follow steps 6C (1) through (4) to enter the parking expenses for **August 7th**. To exit the **Add Expense** window, select **Done**.

G. Select **Close** to exit the **Expenses** window.

7. To select alternative accounting code information, select the **Accounting** button:

- A. In the **Master Accounting Codes** list, highlight the code of choice and press **Select**. (Alternatively accept the default code linked to your name.)
- B. To exit the **Accounting Codes** window, select **Close**.

8. To enter remarks, select the **Comments** button.

- A. In the **Comments** field, enter ***Prepared by: Your Name and Phone Number.***
- B. To exit the **Comments** window, select **OK**.

9. Save the local voucher.

- A. Access the **File** menu.

*Shortcut - Select the **Save** button on the toolbar.*

- B. Select **Save**.
- C. At the **Save As** dialog box accept the file name default.
- D. To save the document, select **OK**.

10. Select your form setup.

Note: *Your local voucher can be printed on a government form or with a non-government format called **DEFAULT**.*

- A. Select **File** menu.
- B. Select **Form Setup**.
- C. Select the correct forms for Local Vouchers. (For most users, the **Gov't. + Form** is the desired alternative.)
- D. To exit the **Form Setup** window, select **OK**.

11. Print your document.

- A. Select **File**.

*Shortcut - To view and print your document, select the **Print Preview** button on the toolbar.*

B. Select **Print Preview**.

C. View the first page of the document. Select the **Next Page** button to see each subsequent page of the document.

D. To print your document:

1) Select **Print**.

2) In the **Print Window**, select **OK** to print the document or select **Setup** to change the printer settings.

12. Electronically sign and submit your local voucher.

A. Select the **Document Status** button.

B. In the **Status** box, SUBMITTED should display. If not, select **SUBMITTED** from the pull down menu.

C. In the **Signature** box enter **your signature password**.

D. In the **Remarks** box enter comments, if needed.

E. Select **OK**.

F. To the question “Save and route current authorization?”, answer **Yes**.

13. Exit Travel Manager.

A. Access the **File** menu.

B. Select **Exit**.

C. At the prompt, “Save current voucher? (Y/N)”, select **No** (because you have already saved your document).